

Vose Seminary

In-Semester Intervention Strategy

Background:

ACT has a Progress and Intervention Strategy Policy that relates to students' progress and any intervention after the end of a semester, but has no specific strategy for prior action within a semester when a person is possibly at risk.

Vose Seminary Course Intervention Strategy Policy for Overseas Students includes a strategy for "Monitoring of students during semester to determine whether there is "risk of unsatisfactory progress" (3.2).

For all students Vose Seminary regards attendance at class and submission of assignments on due dates as important components of the learning experience and of community life.

The strategy here outlined adapts the strategy for overseas students for all Seminary students.

Monitoring of student progress during semester

1. Each lecturer will maintain a record of attendance at classes and the submission of assessment tools.
2. After two events such as unexcused absences or late submission of assignments, the lecturer will notify the Academic Dean (a standard form will be provided). A form letter will be sent to the student reminding the student of responsibilities and consequences of failure to maintain satisfactory progress. The letter will include details of counselling available relating to both learning skills and personal issues which may be affecting study.
3. The Academic Board will review any such students' progress mid-semester to determine any further action required.

Attachments:

Notification of Student with "Risk of Unsatisfactory Progress"
[identical form to that used for VET Overseas students].

Draft letter to be sent to student

Approvals

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Sample letter to student who has “Risk of Unsatisfactory Progress” (Domestic)

To:

Date:

Re: Risk of Unsatisfactory Progress

For all students Vose Seminary regards attendance at class and submission of assignments on due dates as important components of the learning experience and of community life.

Unexcused absence from class and late submission of assignments is commonly a warning sign of risk of not passing the unit, achieving the necessary competencies, and often an indication of issues, personal and/or academic, that are making study difficult..

The lecturer(s) in have notified me of your absences/late submission as follows:

It is the desire of the Seminary to maximise the benefits of your enrolment at the Seminary and there are people available who can assist in learning/planning skills, and the Chaplain is available to discuss confidentially personal issues that may be affecting your attendance and study.

Please contact the office to arrange a time to meet with me to discuss and plan these ways forward.

Academic Dean